

Wisconsin Department of Regulation & Licensing

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TYPES OF PROFESSIONAL COUNSELOR CREDENTIALS ISSUED BY THE STATE OF WISCONSIN

TEMPORARY LICENSE

(Not available to applicants who have taken the NCE, NCMHCE, or CRCE.)

A temporary license allows a person to practice independently and use the title "Professional Counselor" during the period between completion of all the requirements for licensure except passing the national exam, and the receipt of a score from the exam. A temporary license for the use of the title "Professional Counselor" shall be issued to a person who pays the fee for a temporary license, has passed the jurisprudence examination and has completed the educational and supervised practice requirements. The temporary license is valid for a period not to exceed 9 months from the date of its issuance, or the date on which examination scores are released, whichever occurs sooner.

The temporary license is null and void on the date the applicant is sent notice from the board that he or she has failed the national examination.

A person who fails the national examination shall immediately return the temporary license to the Professional Counselor Section. The Professional Counselor Section may not grant or renew a temporary license to an applicant who has failed the certification examination.

TRAINING LICENSE

A Professional Counselor training license allows a person to use the title "professional counselor" and is required for individuals acquiring their supervised experience necessary for licensure. The Wisconsin Statutes provide that the Professional Counselor Section will grant a Professional Counselor Training license to any applicant who submits an application, pays the required fee, satisfies the educational requirement, and submits evidence satisfactory to the Professional Counselor Section that he or she is in a position or has an offer for a position as a Professional Counselor in a supervised professional counseling practice, or in a position which the applicant will, in the opinion of the Professional Counselor Section, receive training and supervision equivalent to the training and supervision received in a supervised professional counseling practice.

To satisfy this requirement, an employer must complete the affidavit to verify that the applicant will be receiving acceptable supervision by a qualified supervisor as specified in MPSW 12.02(2), Wisconsin Administrative Code.

A Professional Counselor Training License is valid for 48 months and may be renewed at the discretion of the Professional Counselor Section. The holder of a Professional Counselor Training License may use the title "Professional Counselor" and may practice professional counseling within the scope of his or her training or supervision during the period in which the license is valid.

When a change of supervisor occurs you must resubmit the supervisor affidavit Form #2456. Supervision that does not meet the qualifications of MPSW 12.02 Qualifications may be grounds for denial.

PROFESSIONAL COUNSELOR LICENSE

Wisconsin Statutes provide that the Professional Counselor Section will grant a Professional Counselor license to any applicant who submits an application, pays the required fee, satisfies the education and supervised experience requirements, passes the jurisprudence examination, and passes either the National Counselor Examination (NCE), National Counselor Mental Health Certification Examination (NCMHCE) or the Clinical Rehabilitation Counselor Examination (CRCE).

RECIPROCAL LICENSE

(License if you hold a current professional counselor license in another state.)

Applicants who have a current credential as a professional counselor or the substantial equivalent in another state or territory of the United States may be eligible for Wisconsin licensure. **If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin.**

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EXAMINATIONS REQUIRED FOR LICENSURE

NATIONAL COUNSELOR EXAMINATION (NCE) or the NATIONAL COUNSELOR MENTAL HEALTH CERTIFICATION EXAMINATION (NCMHCE):

The National Counselor Examination is administered by the National Board for Certified Counselors (NBCC) several times each year. Eligibility for the NCE and NCMHCE is determined by NBCC. You must submit your fee and registration form to NBCC by the registration deadline along with an official copy of your transcript showing conferral of a Master's Degree in Counseling. Your eligibility to take or successful passage of the NCE or NCMHCE does not guarantee you will be eligible for professional counselor licensure. Your eligibility for a Professional Counselor license is determined by the Professional Counselor Section upon receipt of a completed application, fees, and supporting documents in the Board office.

CERTIFIED REHABILITATION COUNSELOR EXAMINATION (CRCE):

The CRCE is administered by the Commission on Rehabilitation Counselor Certification (CRCC). Eligibility for the CRCE is determined by CRCC. Eligibility to take and successful passage of the CRCE does not guarantee you will be eligible for a Professional Counselor license. Your eligibility for a Professional Counselor license is determined by the Professional Counselor Section upon receipt of a completed application, fees, and supporting documents in the Board office.

Applicants are to contact CRCC directly to apply for the examination. Contact the Commission on Rehabilitation Counselor Certification, 1835 Rohlwing Rd., Suite E, Rolling Meadows, IL 60008. (847) 394-2104.

NATIONAL EXAMINATION SCORE TRANSFERS

With the exception of individuals applying for licensure by reciprocity, applicants must request the NBCC or the CRCC to forward their scores directly to the Professional Counselor Section.

JURISPRUDENCE EXAMINATION

All applicants are required to take an open book examination on the Wisconsin Statutes and Administrative Code relating to the practice of professional counseling. If you fail this open book examination, an additional fee will be required for you to retake it.

INFORMATION FOR PROFESSIONAL COUNSELOR APPLICATION

Until you are licensed as a professional counselor, you must possess a training license in order to practice professional counseling. A Professional Counselor Training License allows a person to use the title "Professional Counselor" and is required for individuals acquiring their supervised experience necessary for licensure. If you have completed your supervised hours requirement and are not engaging in professional counseling, you do not need a training license. **You may apply for a training license and a professional counselor license simultaneously.**

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL TYPES OF PROFESSIONAL COUNSELING CREDENTIALS, UNLESS OTHERWISE NOTED:

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| A. Completed application, form #1962 | H. Certificate of Professional Education, form #1960. <i>[Not required for reciprocal license or if you possess the training license.]</i> |
| B. Fee(s) attached to application. | I. If your degree is not in professional counseling or equivalent to MPSW 14, the following is required <i>[Not required for reciprocal license.]</i> : |
| C. Addendum to application (Social Security Number) | 1. Curriculum requirements, form #2239. |
| D. Convictions and pending charges, form #2252 (if applicable). | 2. Official transcript showing master's or doctorate degree. |
| E. Court documents regarding malpractice suits stating allegations and settlements (if applicable). | 3. Course descriptions. |
| F. Verification of credential, form #2572, if credentialed in other state(s) or territory(ies), active or inactive status. | J. Professional Counselor Statutes and Rules Examination booklet and answer sheet. <i>[Not required for training license.]</i> |
| G. Report of passing score – NCE, NCMHCE, or CRCE <i>[Not required for temporary license, training license or reciprocal license.]</i> | K. Employer Affidavit (Form #2456) <i>[Required for training license only.]</i> |
| | L. Supervised practice experience, form #2464. <i>[Not required for training license or reciprocal license.]</i> |
| | M. Copy of rules and statutes describing credentialing requirements of other states or territory where licensed. <i>[Required for reciprocal license only.]</i> |

MAILING INFORMATION

MAILING ADDRESS:

Professional Counselor Section
Wisconsin Department of Regulation and Licensing
P.O. Box 8935
Madison, WI 53708-8935

EXPRESS DELIVERY:

Professional Counselor Section
Wisconsin Department of Regulation and Licensing
1400 E. Washington Ave
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